8. RECORDS PROCESSING INSTRUCTIONS

Table 8-1

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
Compliance Tracking Forms and associated surveillance data sheets and documents generated by this procedure including Appendices 2, 3, and 5 through 9.	In-Process QA Document	Document materials **SHALL** be stored in file cabinets when not in use.	**Compliance Tracking Coordinator** - Maintain the original Compliance Tracking Form and associated surveillance data sheets and documents for 2 years. After 2 years forward the original Compliance Tracking Form and associated surveillance data sheets and documents, to the RMRS Records Center for disposition in accordance with RMRS, RM-06.02, *Records Identification, Generation, and Transmittal* and RMRS, RM-06.03, *Records Receipt, Processing, Retrieval, and Disposition.*

9. REFERENCES

- 1-C80-WO1102-WRT, *Waste/Residue Traveler Instruction*
- 1-D97-ADM-16.01, *Occurrence Reporting Process*
- 1-PRO-079-WGI-001, *WASTE CHARACTERIZATION, GENERATION AND PACKAGING*
- 4-D99-WO-1100, *SOLID RADIOACTIVE WASTE PACKAGING*
- 750/904 PADS Final Safety Analysis Report (FSAR)
- MAN-066-COOP, *Site Conduct of Operations Manual*
- 1-PRO-015-NMT-003, *TRANSFERRING CATEGORY III AND IV MATERIAL*
- Nuclear Safety Engineering Calculation 96-SAE-033
- RM-06.02, *Records Identification, Generation, and Transmittal*
- RM-06.03, *Records Receipt, Processing, Retrieval, and Disposition*

11/19/99

1/6

Appendix 1
750/904 Pads Surveillance Scheduling Matrix

Surv. No.	Article No.	Description	Frequency	Last Performed	Next Due	Scheduled Date
LCO1.1	SR 4.3.1.1	Verify the gram content of the containers in storage is less than the limit for that particular radionuclide and that the sum of the ratios of the quantity of each radionuclide to the LCO limit is less than 1. Procedure: RMRS/OPS-PRO.148	Prior to storage			
LCO1.2	SR 4.3.1.2	Verify the gram content of the containers in storage is less than the limit for that particular radionuclide and that the sum of the ratios of the quantity of each radionuclide to the LCO limit is less than 1. Procedure: RMRS/OPS-PRO.148	Annually			
LCO1.3	SR 4.3.1.3	Verify the gram content of wood crates stored in a tent is less than the LCO limit. Procedure: RMRS/OPS-PRO.148	After each working shift when additional wood crate(s) are received in a tent.			
LCO2.1	SR 4.3.2.1	Verify that the *Perma-Con* is Operable by checking that the differential pressure indicated on the magnehelic gauge is between 0.5 and 4.0 inches of water and performing a visual inspection of the enclosure to ensure integrity. Procedure: RMRS/OPS-PRO.148	Prior to performing each operation in the *Perma-Con* and once per subsequent shift during ongoing operations			
LCO2.2	SR 4.3.2.2	Verify that an annual calibration of the magnehelic gauges has been performed. Procedure: RMRS/OPS-PRO.148	Prior to performing each operation in the *Perma-Con*			
LCO2.3	SR 4.3.2.3	Perform a DOP test on the HEPA filters. Procedure: RMRS/OPS-PRO.148	Annually or, Following filter replacement or, If damage is present or suspected			

2/6

Appendix 3

750/904 PADS MATERIAL LOADING FRACTION WORKSHEET

Page 1 of 10

Steps for Completing the 750/904 Pads Material Loading Fraction Worksheet

1. Previous Day's Fraction Entry

[1] Log on to WEMS and verify that all container movement transactions from the previous day have been updated in the Waste Environment Management System (WEMS).

[2] Run the 750/904 Pads Surveillance Module.

[3] Print the report and record the material loading fraction for the existing waste inventory in the "Previous Day's Fraction" block.

[4] If the WEMS report indicates that container "gram values need to be determined", then make the following entry in the radioassy fields for each affected container, as applicable

- 0.181 g Pu 000, U235 and U238 for drums
- 0.628 g Pu 000, U235 and U238 for crates
- Note the into the WEMS comment section "Gram values updated for authorization basis purposes per RMRS/OPS-PRO.148".

11/19/99

[5] Sign the WEMS LCO Surveillance Report.

2. WEMS Accuracy Report Information Entry

[5] For each container, record the following items on the form using WEMS Package Accuracy Reports, or equivalent:

a. Container Number.
b. Item Description Code (IDC).
c. Net Weight in pounds.
d. Assay Information for grams Pu-239, U-235, or U-238. Treat any values listed for grams of Weapons Grade Plutonium (Pu 000) as Pu-239. If no information is listed, leave the associated field blank.

3/6

Appendix 3

750/904 PADS MATERIAL LOADING FRACTION WORKSHEET
Page 2 of 10

[2] If the waste originated from the 400 or 800 complex, and it is not by itself depleted Uranium (D38) (e.g., IDCs 069, 869, or 483), then enter "Yes" or "Y" under the "UN000?" column. This indicates that the waste is contaminated with non-process depleted Uranium. Otherwise, enter "No" or "N" in the field.

[3] If the waste by itself is depleted Uranium (e.g., IDCs 069, 869, or 483), then enter "Yes" or "Y" in the "D38?" column. Otherwise, enter "No" or "N" in the field.

NOTE: Unless otherwise specified in the following steps, all values resulting from calculations should be recorded using three significant digits. (Example: 5125.25 grams becomes 5130 grams)

3. Non-Process Depleted Uranium Calculation

[1] For each container, compute the grams of non-process depleted Uranium, UN000, as follows:

a. If the "UN000?" field is "Yes" or "Y", then multiply net weight of waste by calculation factor, 1.425 grams per pound. Record the result in the "UN000 (g)" column.

(1) Multiply the "UN000 (g)" result by .00178 to determine the grams of U-235. Record this result in the "g-U235" column.

(2) Multiply the "UN000 (g)" result by .9982 to determine the grams of U-238. Record this result in the "g-U238" column.

b. If the "UN000?" field is "No" or "N", record "0.0" in the "UN000 (g)" column.

4/6

Appendix 6

NUCLEAR MATERIAL GRAM CONTENT OF WOOD CRATES STORED IN TENTS

This log sheet documents the surveillance requirements of 750/904 Pads FSAR SR 4.3.1.3.

Date/Time:_____

Location: Tent Number: _____

Calculation of Total Pu239 gram content in wood crates

A.	**g-Pu239 of wood crates from WEMS report**		
B.	**Default g-Pu239 per wood crate without assay value in WEMS**	**0.628**	
C.	**Number of wood crates in the above tent without assay value in WEMS**	**X**	
D.	**Calculated g-Pu239 in wood crates without assay value in WEMS (B multiplied by C)**		
E.	**Total g-Pu239 in wood crates (A plus D)**		

Is **Total g-Pu239 in wood crates** less than 250 grams? **YES / NO**

If the above question is answered **NO**, Facility Management must be notified immediately, and crates removed from the tent until the total Pu239 content is less than 250g.

Performed by: _____ / _____
Print Name Signature

5/6

Appendix 7
Page 1 of 3
POC PRIOR TO SHIPMENT CHECKLIST

COMPLETE THIS CHECKLIST PRIOR TO SHIPPING ALL POCS TO THE 750 PAD.

	Check(✓) all verified information. (any "NO" disqualifies a POC))	YES ✓	NO ✓
1.	Does the assay method and IDC require a Criticality Safety Value (CSV)?		
2.	A. Is the nominal Pu + U gram value < 200G?		
	B. Is there only one IDC assigned to each waste package?		
	C. Is the RTR or Waste Inspection IDC assigned to the waste package non-liquid?		
	D. Has each POC drum undergone assay or equivalent on a suitable instrument(s) by two separate means **OR** have the fissile contents been determined by confirmatory measurements of like IDC(s) and applying the derived fissile content at a 95% confidence level to each individual item.? (i.e. contents were subjected to an assay with additional bias correction)		
	E. Does each POC contain < 200 pounds (91 kg) of graphite?		
	F. Does each POC contain < 80 pounds (36 kg) of beryllium?		
3.	Are Rad Ops Packages Surveys Complete for sign-off on NMDTR per 1-PRO-015-NMT-003, *TRANSFERRING CATEGORY III AND IV MATERIAL?*		
4.	Are shipper Columns of 750 Pad POC Shipment Worksheet completed? (page 2 of this appendix)		

11/19/99 CS

NOTE: *This checklist, 750 Pad POC Shipment Worksheet and WEMS Accountability report* ***should*** *be provided to Receiver 24 hours prior to shipment.*

11/12/99

All packages

- meet Customer Service requirements per 1-PRO-079-WGI-001, *WASTE CHARACTERIZATION, GENERATION AND PACKAGING*
  and:
- all POC's were closed and associated Addendum E's (from 1-C80-WO1102-WRT *Waste/Residue Traveler Instruction*) were completed after October 13, 1999 **or**
- for POC's closed prior to October 13, 1999, there is available documentation that the drums were re-entered for purposes of verifying proper pipe component bolt torque or generated with an additional verification of proper pipe component bolt torque..

_____ / _____

Customer Service Organization Signature Date

Shipment Scheduled out on _____
Date

Date Submitted to RMRS _____.
Date

Prepared or verified by: _____.

6/6